

# **Terms of Reference for the Chesley Community Working Group**

## **Name:**

The Working Group shall be referred to as the Chesley Community Working Group. (the "Group").

## **Primary Purpose:**

The purpose of the Group is to provide a platform for business and community stakeholders, and local staff to share information, develop ideas, raise issues and concerns, and recommend solutions that will support economic development, and revitalization in downtown Chesley.

The mandate of this Group will be "To support economic development and revitalization activity in Chesley that prioritises business attraction and retention, increases Chesley's capacity to compete, and works to develop a vibrant downtown."

## **Activities:**

The Working Group will:

- Meet on a regular basis to discuss ongoing matters, raise issues/concerns and offer solutions and, where applicable, make recommendations to Municipal Council regarding economic development activity in Chesley.
- The Group may form sub-groups to concentrate on specific matters, which sub-groups will report back to the Working Group as appropriate with findings/recommendations.
- Encourage and facilitate community involvement in matters and projects related to economic development.
- Identify opportunities to promote economic growth and downtown revitalization in Chesley.
- Provide a voice and forum for businesses, rural and urban communities, beautification, and arts and culture in Chesley.
- Beautification projects such as murals, waste receptacles, and benches.

- Identify underutilized commercial space and develop strategic solutions in cooperation with property owners.
- Support the development of a vacant commercial space listing for the Municipal website, and the implementation of a vacant commercial space marketing package.
- Consult on the development of business attraction and retention strategies.
- Support projects identified in the Economic Development Strategic Plan.

### **Delegated Authority:**

The Group is a working group and has no delegated authority except for the advocacy of best practices.

The Group has no authority to direct municipal staff, and any recommendations requiring implementation, reports, staff action, or a commitment to expend municipal funds must first be approved by Council before any action by staff may be taken.

### **Group Composition:**

The membership of the Group will be comprised of a variety of community representatives, council, and staff:

- Arran-Elderslie Staff:
  - Chesley Ward Councillor, Darryl Hampton
  - Additional Member of Council
  - Economic Development and Communications Coordinator
- Community Members:
  - Chesley service groups,
  - Chesley business owners,
  - Chesley storefront owners,
  - Chesley community members,
  - Arran-Elderslie Community and Business Association.

Note: Community Group Representatives will be appointed following Council approval of the Terms.

Members of the group may also be consulted or added to the Group throughout the term of the group.

### **Administration of the Group:**

The Group will elect a Chair from amongst its members at the second meeting. The term of this chair will be for the entirety of the Group activity.

Minutes from Group meetings will be presented for adoption by the Group at its next regular meeting and once adopted, forwarded to Working Group members.

The Group does not have an approved budget for projects or actions. Recommendations or projects requiring funds may be taken to Council for approval or applied to a municipal departmental budget if appropriate.

### **Meeting Information:**

Information for each meeting will be sent to members of the Working Group to be received no later than 7 days prior to the date of the meeting.

### **Meeting Schedule:**

It is expected that the Group will meet on an approximately monthly basis, or at the call of the Chair, as may be determined from time to time. The use of a meeting doodle poll or other tool will be used to select meeting dates.

Date of Adoption of Terms of Reference: